

HEALTH AND SAFETY POLICY

Sign & Print Factor believe that:

- It is good business from the standpoint of efficiency and economy to prevent personal injuries.
- As a responsible company we wish to care properly for our employees and others who may be affected by our work.
- Health and Safety are line management responsibilities that also require personal commitment from all employees.
- Health and Safety are issues, which are important to individuals as well as being a company priority.
- All injuries and damage to health are preventable.

Our objective in Sign & Print Factor is:

To prevent all injuries and damage to health

To meet this objective, it is our policy to:

- Undertake risk assessments and effectively manage residual risks through adequate control measures.
- Establish and maintain performance standards that enable work to be performed safely and in compliance with health and safety legislation and BS OHSAS 18001 (2007).
- Require line management to carry out systematic and thorough monitoring of safety performance.
- Require all who carry out work on our behalf and/or under instructions from us, to adopt a similar view regarding health and safety, and to take the actions needed to achieve our group's objectives.
- Provide users of our products and processes with practical advice on their safe use and application.
- Advise customers of our standards in relation to health and safety and encourage them to achieve similar standards.
- Train all employees to work in a healthy, safe and acceptable manner.
- Create and sustain commitment to health and safety issues by all employees and others.
- Provide information and competent advice to all employees and contractors on health and safety matters.
- Improve work activities through a regular programme of safety committees supported by safety tours, audits, inspections and surveys.
- Evaluate the health and safety impact before the introduction of any new product, process or business venture.
- Regularly review and update our safety policy statement and safety management system.
- Create a working environment that encourages safe behaviour and restrains unsafe acts.
- Effectively manage work-related road safety in relation to driving company cars and commercial vehicles.
- Promote wellbeing and the importance of healthy living

We are committed to the following:

- Protecting the health and safety of our employees and others who may be affected by our business activities.
- Requiring that our supply chain partners provide similar protection for the health and safety of our employees, clients and members of the public while operating under our policy.
- Helping our clients to achieve high standards in relation to health and safety issues.
- Investigating and following up any injuries and incidents in order to fully understand the facts and identify root causes to allow the implementation of action plans to avoid recurrence and shared learning.
- Improving our safety performance continually across our businesses, our partners and with our clients.

Management has established these beliefs, objectives and goals. We support our clients, relevant trade associations, accreditation bodies and other stakeholders to achieve their health and safety goals and objectives.



Signed:
Lian Clarke
Managing Director

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